

**Muma College of Business**  
**Guidance for Submission of Curriculum and Course Proposals**

The purpose of this document is to provide guidance to any faculty committee or faculty member proposing :

- changes to an existing degree program
- creating a new degree program (requires pre-approval)
- creating a new major, minor, certificate, concentration, or track (requires an Intent Form be completed)
- creating a new course - this includes requesting a permanent number for a selected topics course
- changing an existing course – this type of change involves a substantive change in the course description and/or changes in the course and student learning objectives. It does not involve such things as changes in assignments, textbooks, percentage of time assigned to a topic.

All curriculum and course changes need to originate with the faculty. As such, it is the faculty member's responsibility to ensure that the curriculum or course change being requested is guided through the complete curriculum/course process. Following are the steps that a curriculum or a course proposal must go through to ensure that the change receives final acceptance and is included in the university catalog. Once included in the university catalog it is enforceable and becomes part of the program for any student entering under the catalog.

7. Faculty member(s) secures the College signature from the Associate Dean indicating College level approval.
8. **Undergraduate Proposals Only:** Curriculum changes that require the input of 2/4 year plans must be approved by Muma College of Business Undergraduate Advising Office **prior** to submission to curriculog.
9. Faculty member enters the proposal into curriculog and submits it for approval by University faculty committees and the Office of Undergraduate Studies/Graduate Studies.

#### Using Curriculog

- Once the Curriculum/Course Approval form is completed go to curriculog to enter your proposal: <http://usf.curriculog.com/>
- If you have an active USF email account, you will be able to login automatically by clicking on the log in button in the upper righthand corner
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